

Common Definitions
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**Affidavit of Non-Collusion** – Application document signed by applicants who acknowledge independent, non-collusive submission of application materials.

**Affirmative Action Certification** – Document certifying compliance to Minnesota Human Rights Act (Minnesota Statutes 363A.36) for all applicants requesting grant funds in excess of \$100,000.

**Applicant** – Employer or membership-organization of employers submitting an application for grant funding

**Authorized Representative** – Person approved and designated by employer or membership-organization of employers to sign and act on their behalf.

**Cost of Training** – Includes the following charges from the Related Instruction Training Provider:

- a. Tuition
- b. Fees
- c. Required Books/Materials

**DLI** – The Minnesota Department of Labor and Industry oversees the state’s programs for apprenticeship; construction codes and licensing; occupational safety and health; wage and hour standards; and workers’ compensation.

**FAFSA** – Free Application for Federal Student Aid (FAFSA) available online through <https://fafsa.ed.gov>. All students/employees attending a Pell or MN State grant eligible institution MUST apply for the FAFSA.

**Grantee** – The recipient of the grant who may represent an organization of employers or be an employer who employs students/employees being trained under the grant.

**Grant Amount** – The amount of grant funds awarded by OHE to the Grantee/Employer through a competitive process. The grant amount is indicated on the grant award notice and grant contract. The grant amount may not exceed the maximum application amount of \$150,000 (\$6,000 per student/employee). A grantee can receive a grant for up to four years for each individual student/employee.

**Grant Contract** – The agreement between OHE and the Grantee/Employer outlining the terms and conditions of the Dual Training Grant.

**Grant Period** – The start and end date of the grant contract.

**Grantee Representative** – Person working directly with OHE on the administration of the Dual Training Grant.

**Letter of Intent** – Application document outlining the dual-training program.

**MN Dream Act** – Application for undocumented students to apply for state financial aid.

**Monitoring** – An overall system of reviewing, tracking, and reporting on state funds.

**Monitoring Visit** – Shortly after starting a grant contract, OHE conducts an on-site or by telephone visit with the grantee. The purpose is to review and ensure grant progress, address any problems before the end of the grant period, and to build rapport between OHE and the grantee.

**OHE** – The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education.

**On-the-Job Training (OJT)** – Structured training provided to students/employees by the Grantee/Employer that includes supervision, assessment, feedback, and a means to improve upon skills. OJT is not reimbursable under this grant.

**PIPELINE Program Dual Training Grant** – A grant awarded to employers or organizations of employers to send students/employees to related instruction training providers to obtain competencies and industry recognized degrees, certificates, or credentials. The grant also requires that the student/employee receive part of their training on-the-job, which is not reimbursable under this grant.

**PIPELINE Program Competency** – A specific skill that a person needs to complete their daily work. Specific Competencies for each industry and occupation are found on the Department of Labor and Industries website at <http://www.dli.mn.gov/Pipeline.asp>.

**Related Instruction** – Training provided by the Related Instruction Training Provider through classroom, online/distance, or onsite instruction. The grant will reimburse the cost of related instruction only, not program development.

**Related Instruction Training Provider** – Provides trainings to student/employees through the use of qualified trainers to achieve competency standards as defined by the Department of Labor and Industry. In some instances, a Related Instruction Training Provider may be a postsecondary institution.

**Student/Employee** – an employee of the Grantee/Employer who will participate in the dual-training program, working towards competencies through on-the-job training provided by the

Grantee/Employer and related instruction provided by the Related Instruction Training Provider.

**Training Agreement** – An agreement between the Grantee/Employer and the Related Instruction Training Provider to train students/employees and to provide grantees/employers with progress data.

**Work Plan and Budget** – The document includes the student population, related instruction, individualized training plans, on-the-job training, and budget. The document details an array of student demographics, course information, on-the-job training activities, and competencies.